

NASA Glenn Research Center  
Cleveland, Ohio

February 25, 2005

TO: Glenn Research Center Civil Service Staff

FROM: Julian Earls, Center Director

SUBJECT: Buyout Plan for NASA Glenn Research Center

I wanted to share the latest developments regarding buyouts. In response to the Civil Service workforce challenges outlined in my February 7 All Hands Meeting, I have submitted a Proposed Buyout Plan to Headquarters for approval. Voluntary early retirements will be offered to the same categories of employees, with separations by September 30, 2005.

I have attached our Buyout Plan Proposal that was submitted to Headquarters on February 23, 2005 for you to review. *Please remember that this plan is only a proposal, and is subject to change.* We will advise employees when the Center receives any updates or changes to the plan.

Thank you for your continued support and efforts as we work through these challenging times together at NASA Glenn Research Center.

/s/

Julian M. Earls

February 23, 2005  
Office of Human Resources and Workforce Planning

TO: NASA Headquarters  
Attn: Administrator

FROM: A/Director

SUBJECT: Buyout Plan for NASA Glenn Research Center

The Glenn Research Center has a previously approved VSIP and VERA. A VSIP/VERA was conducted during the December 2004-January 2005 timeframe which resulted in 78 separations from the Center. The first round of buyouts did not yield the anticipated number of 148. The Center has conducted another assessment of the competencies required for their programs and projects for FY 2007. In addition to the previously approved plan, the Center analysis has identified other competency areas where current staffing levels significantly exceed the outyear requirements. It has been determined that, in order to meet identified programmatic, budgetary and staffing changes, the Center needs to reopen the buyout window.

As a result of the reassessment, we are requesting approval to offer 243 buyouts. The competencies identified are as follows:

- Engineering and Science Support (92)
- Electrical and Electronic Systems (17)
- Program/Project Management (13)
- Propulsion Systems and Testing (12)
- Acquisition and Contract Management (CH only) (8)
- Acquisition and Contract Management (all other) (3)
- Business Management (8)
- Business Work and Team Management (8)
- Technical Work and Team Management (8)
- Advanced Experimentation and Testing Technologies (7)
- Advanced Measurement, Diagnostics and Instrumentation (2)
- Aerodynamics (2)
- Aerothermodynamics (2)
- Budgeting Management (excluding BR) (2)
- Business IT Systems (2)
- Advanced Materials and Processing Science (5)
- Fluid Systems (5)

Software Engineering (4)  
 Combustion Science (6)  
 Professional Administrative Operations (6)  
 Electron Device Technology (2)  
 Control Systems Guidance and Navigation (2)  
 Mechanical Systems (8)  
 Structural Systems (13)  
 Research, Development or Flight Facility Planning (2)  
 Structural Dynamics (2)  
 Financial Management (1)  
 Mathematical Modeling and Analysis (1)

In most cases, buyouts will be offered upon concurrence of the plan, and in order to properly transition work, separations will occur as early as April 3, 2005, but no later than May 3, 2005. Voluntary early retirements will be offered to the same categories of employees with separations by September 30, 2005. Category Two buyouts will be advertised and will be offered based on a match, on a case-by-case basis, with separations occurring no later than September 30, 2005.

/s/

Julian M. Earls

3 Enclosures

1. GRC Buyout Plan
2. Mission Safety Certification
3. Propulsion Systems Addendum

cc:

Associate Administrator for Institutions and Management/Mr. J. L. Jennings  
 Office of Human Capital Management

- Mr. T. M. Sullivan
- Ms. J. S. Peterson

Associate Administrator for Aeronautics Mission Research Directorate/Dr. J. V. Lebacqz

- Ms. S. M. Humphrey

**Voluntary Separation Incentive (Buyout)  
and  
Voluntary Early Retirement (Early Out) Plan**

February 23, 2005

**Center:**                    **Glenn Research Center**

**Point of Contact:**    **Therese C. Ross**

**Date of Request:**     **February 23, 2005**

**1. Reason for request.**

NASA has identified numerous excess competency areas, as well as a need to acquire different skills in a number of areas. The effort to rebalance these skills will take a number of forms, including natural attrition, retraining, realigning or redistributing work, and reassignments both within and across organizations. In addition to addressing skill mix imbalances, accomplishing individual Center reorganization objectives, and supporting mission requirements, FTE and budgetary constraints have compounded the need for a buyout. Relying on normal attrition is not sufficient to allow the Centers to reach desired levels at the end of FY 2006. Buyouts earlier this fiscal year at five NASA Centers did not achieve sufficient voluntary attrition to allow NASA to rebalance its competencies to meet ongoing mission needs, address budget issues, and support the Exploration Vision.

The Glenn Research Center has a previously approved VSIP and VERA. A VSIP/VERA was conducted during the December, 2004, January, 2005 timeframe which resulted in 78 separations from the Center. The first round of buyouts did not yield the anticipated number of 148. The Center has conducted another assessment of the competencies required for their programs and projects for FY 2007. In addition to the previously approved plan the Center analysis has identified other competency areas where current staffing levels significantly exceed the out year requirements. It has been determined that, in order to meet identified programmatic, budgetary and staffing changes, the Center needs to reopen the buyout window.

**2. Time period during which incentives may be paid.**

In most cases, buyouts will be offered upon concurrence of the plan, and in order to properly transition work, separations will occur as early as April 3, 2005, but, no later than May 3, 2005. Extensions must be approved by the Headquarters Center Executive for Centers, and the Office of Institutions and Management for Headquarters; and must be mission-driven.

Voluntary early retirements will be offered to the same categories of employees, with separations by September 30, 2005. Extensions must be approved by Headquarters, and will be for programmatic reasons, considering the cost of delaying the separation. Employees granted an extension must submit a retirement application or resignation, which will be binding.

The process for conducting Category Two Buyouts will be as follows:

Employees will be informed of the conditions of Category Two and be allowed to make application to the Office of Human Resources and Workforce Planning (OHRWP) at any time during the period following approval of the plan through September 1, 2005, where a listing of applicants will be maintained. The potential losing organization will either submit to the Position Management Board (PMB), the name of the individual identified to be reassigned to the position being bought out, or a request to announce the position using competitive placement or lateral reassignment procedures. Once a selection is subsequently made and the PMB has concurred, a buyout will be offered to the employee.

### **3. Targeted pool:**

**Buyout categories (see attached chart for detailed information):**

**Number of buyouts proposed: 248 (based on current totals identified 2/16)**

**Number of eligible employees: 1282 (based on current total identified 2/16)**

**Projected acceptances: 100**

**Early out (indicate if different from buyout pool): 50**

**Total number of early outs proposed: 49**

**Number of employees eligible for early out: 440**

**Projected acceptances: 20**

**Competencies excluded from the Buyout include the following:**

- Advanced In-Space Propulsion
- Advanced Mission Analysis
- Airbreathing Propulsion
- Communication Networks and Engineering
- Nuclear Engineering/Propulsion
- Power Systems
- Systems Engineering
- Acoustics
- Executive Management

- Human Capital Management
- Icing Physics

Propulsion Systems and Testing is included in the buyout, limited to Aerospace Engineers in the 720-04 and 720-60 series.

Budgeting Management will be included in the buyout competency, however, employees in Organization Code BR will be excluded from applying.

#### **4. Impact of Buyout and Early Out on the Organization:**

The overall objective of this buyout initiative is to bring the Center's and the Agency's existing capabilities into a better balance with its continuing need for those skills. In most instances, positions included in the buyout have been limited to a specific organization and grade. These positions either are no longer required by the Center, are required by the Center but at reduced levels, need to be redefined and replaced with a different skill, or represent opportunities for streamlining where functions lost to the buyout will be absorbed into remaining positions.

February 23, 2005  
Office of Human Resources and Workforce Planning

TO: NASA Headquarters  
Attn: Administrator

FROM: A/Director

SUBJECT: Buyout Impact on Mission Safety

Glenn Research Center has completed an assessment of the competencies required for our programs and projects for FY 2007 and FY 2010. This assessment is based on our current understanding of the program requirements as reflected in the FY 2005 budget. Our analysis identified competencies, in addition to those previously approved, where our current staffing levels significantly exceed the outyear requirements. A buyout was conducted in December 2004 which did not yield the anticipated number. We have submitted a revised buyout plan targeting 243 positions to be conducted by May 3, 2005.

An analysis of this Voluntary Separation Incentive Payment request involved the Director of the Safety and Assurance Directorate, and it has been determined that this plan will not result in the loss of skills related to the safety of the Space Shuttle or the International Space Station or to the conduct of independent safety oversight at the Glenn Research Center.

/s/

Julian M. Earls

### **Addendum to VSIP Request**

National Aeronautics and Space Administration (NASA)

Glenn Research Center

February 23, 2005

Propulsion Systems & Testing is listed in the NASA'S WORKFORCE PLAN for the use of the NASA Flexibility Act of 2004 Authorities as a critical competency for Space Shuttle Return to Flight. The definition, however, is very broad including everything "from general aviation through space access." Those aspects of Propulsion Systems & Testing which address space access are certainly necessary for Space Shuttle Return to Flight. The John H. Glenn Research Center is involved in airbreathing propulsion systems which, although defined in the Propulsion Systems & Testing definition, have nothing to do with Space Shuttle Return to Flight and, therefore, should not be considered as a critical competency under that definition. In fact, the vehicle systems program is undergoing reductions which makes it necessary to offer buyouts to those individuals involved in the program who also have Propulsion Systems & Testing as their primary competency. We are, therefore, asking for a waiver of the restriction on providing buyouts to individuals in identified critical competencies as it will have no impact on Space Shuttle Return to Flight and will help us address the reduction in the vehicle systems program.

#### **2.9.6 Propulsion Systems & Testing (PROSYS)**

Knowledge of conceptual aeropropulsion and aviation systems analysis and testing to assess the benefits of propulsion systems, subsystems, and components over all flight regimes from general aviation through space access. Knowledge of the integration of component technologies into conceptual systems. Includes research, design, testing, and evaluation of components systems such as combustors, inlets, nozzles, and turbo-machinery, emissions, engine materials and structures, propulsion controls, and propulsion airframe integration. Knowledge of advanced, distributed instrumentation for acquiring improved information in a hostile engine environment. Experience in advanced methods for safe and affordable rocket propellant testing.